



# SA Portable Long Service Leave Community Services

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## Step-by-Step Employer Portal Guide



This guide explains how the Employer Portal works, what you can access, and the tasks you complete as a registered employer under the SA Portable Long Service Leave – Community Services scheme.

### 1. Before you start

You will need:

- A computer or tablet
- Your work email address
- A mobile phone with an authenticator app
- Microsoft Authenticator or Google Authenticator
- Internet access

Employer Portal login: [saplsl-community.org.au/login-page](https://saplsl-community.org.au/login-page)

Welcome to the



SA Portable Long Service Leave  
Community Services

## Employer Portal

### Login to the Employer Portal

Email Address

Password

Terms and Conditions

By accessing and using the SA Portable Long Service Leave (SAPLSL) Employer Portal, you agree to the following:

#### Use of the Portal

- You must use the Portal only for lawful purposes related to your role as an employer or authorised representative.
- You are responsible for keeping your login details secure and confidential.

I'm not a robot



➔ Register

🔒 Reset Password

➔ Login



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## 2. Accessing the Employer Portal

You will receive an **Employer Portal invitation email** once your organisation registers.

To log in:

1. Open the invitation email
2. Select the portal link
3. Enter your email address
4. Set and confirm your password
5. Scan the QR code using your authenticator app
6. Enter the six-digit code shown in the app

You now have access to the Employer Portal.

## 3. Employer Portal dashboard

The dashboard gives you a summary of your organisation and quick access to key functions.

From the dashboard, you can access:

- Organisation details
- Workers
- Forms
- Returns
- Claims
- Correspondence
- Authorised contacts

## 4. Organisation details

This section shows your registered organisation information.

You can:

- View organisation details
- Update contact details

Keep this information current so notices and reminders reach the right people.

## 5. Managing authorised contacts

Only authorised contacts can approve claims and communicate with SAPLSL-CS.

You can:

- Add new authorised contacts
- Edit contact roles
- Select correspondence methods and types
- Remove contacts who no longer act for your organisation

Each authorised contact will receive their own portal login.



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## 6. Registered Workers

This section shows all workers linked to your organisation.

You can:

- View registered workers
- Check worker status
- Update employment details when required
- Confirm worker information for returns and claims

Worker records link directly to service and leave calculations.

### Worker Search

Export Print

#### Criteria

Worker Reference	<input type="text"/>	<input type="checkbox"/> Include Inactive Workers	
Given Name/s	<input type="text"/>	Last Name	<input type="text"/>
Start Date From	<input type="text"/>	Start Date To	<input type="text"/>
	<input type="text"/>	Date of Birth From	<input type="text"/>
	<input type="text"/>	Date of Birth To	<input type="text"/>
			Clear Search

## 7. Forms

This section has all forms to be lodged with SAPLSL including:

1. Adding new workers
2. Requesting an extension of time
3. Registering a Working Director
4. Requesting a waiver or refund
5. Ceasing your employer registration

## 8. Submitting Periodic Returns

Returns report worker service and remuneration.

To complete a return:

1. Open the Returns section
2. Select the return period
3. Enter weeks worked and remuneration for each Worker
4. Add new Workers or Existing Workers
5. Review the summary
6. Submit the return

Submitted returns form the basis of service tracking and levy assessment.



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## 9. Employer role in claims

Employers review and approve worker claims before SAPLSL-CS processes them.

In the Claims section, you can:

- View claims submitted by workers
- Approve claims for submission

Claims remain pending until employer approval is completed.

## 10. Correspondence

All scheme communication appears in the portal.

You can:

- Read letters and notices from SAPLSL-CS
- Download attachments
- Send messages to SAPLSL-CS
- Upload supporting documents

All correspondence remains stored in the portal.

 **Correspondence** Export Print

**Messages (0 new)** New Message View All Messages

Subject	Sender	Date / Time Sent
There are no messages.		

**Emails (0 new)** View All Emails

Subject	Sender	Date / Time Sent
There are no emails.		

## 11. Keeping records accurate

Use the Employer Portal to keep records up to date.

You should regularly review:

- Organisation details
- Authorised contacts
- Worker records
- Submitted returns
- Claim approvals

Accurate records support timely processing and reduce follow-up requests.